

AFFIDAVIT AND ORDER  
IN THE SMALL CLAIMS COURT OF RENO TOWNSHIP IN AND FOR  
THE COUNTY OF WASHOE, STATE OF NEVADA  
(775) 325-6501  
Fax: (775) 325-6715

Plaintiff

Phone No.

Dept No. \_\_\_\_\_

Case No. \_\_\_\_\_

VS

Calendared \_\_\_\_\_

Defendant

Filed \_\_\_\_\_

Phone No.

**AFFIDAVIT OF COMPLAINT**

STATE OF NEVADA, COUNTY OF WASHOE

I, the undersigned \_\_\_\_\_ (Affiant) residing at \_\_\_\_\_,  
being sworn, say, either upon my knowledge or my information and belief, defendant(s) is (are) indebted to the plaintiff in the sum of:  
\$ \_\_\_\_\_, plus court costs for the following reason(s):

This declarant has demanded payment of said sum. The defendant(s) refused to pay the same and no part has been paid. At the commencement of this action defendant  
 RESIDES,  DOES BUSINESS, OR  IS EMPLOYED IN THE RENO TOWNSHIP.

**Subscribed and Sworn to before me this**

Date: \_\_\_\_\_

Reno, Nevada

\_\_\_\_\_  
DEPUTY CLERK/NOTARY

\_\_\_\_\_  
PLAINTIFF OR DECLARANT

**ORDER**

THE PEOPLE OF THE STATE OF NEVADA, to the within-named defendant(s): You are hereby directed to appear and answer the foregoing claim, in the entitled court at:

**THE RENO JUSTICE COURT, ONE SOUTH SIERRA STREET, RENO, NEVADA**

On \_\_\_\_\_, at \_\_\_\_\_ reset for \_\_\_\_\_, at \_\_\_\_\_  
reset for \_\_\_\_\_, at \_\_\_\_\_ reset for \_\_\_\_\_, at \_\_\_\_\_

**PLAINTIFF AND DEFENDANT SHOULD EACH BRING ALL BOOKS, PAPERS AND WITNESSES NEEDED. DEFENDANTS, FOR MORE INFORMATION ON WHAT TO DO NEXT; SEE THE BACK OF THIS PAPER. THE CLERKS AND JUDGES MAY NOT GIVE YOU LEGAL ADVICE.**

Filed on \_\_\_\_\_, at \_\_\_\_\_ reset for \_\_\_\_\_, at \_\_\_\_\_  
reset for \_\_\_\_\_, at \_\_\_\_\_ reset for \_\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
STEVE TUTTLE  
CLERK OF THE COURT

By \_\_\_\_\_

Deputy Clerk

# CERTIFICATE OF PERSONAL SERVICE

State of Nevada, County of Washoe

The undersigned, declares: I as, at the time of the service of the papers herein referred to, over the age of eighteen years and not a party to this action: I served the Declaration and Order in this action by delivering to and leaving with the persons hereinafter named, a copy, at the address and on the date set forth opposite each name below, in Washoe County, Nevada:

Name of Person Served	Street Address and City Where Served	Date of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Place of Service was \_\_\_\_\_ a business \_\_\_\_\_ residence of party served other, specify \_\_\_\_\_

Fee for service \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

_____ Signature of person making affidavit	_____ Agency Name
	_____ Agency License Number

## INFORMATION FOR DEFENDANTS IN SMALL CLAIMS ACTIONS

1. **NON-APPEARANCE:** YOU HAVE BEEN SERVED AN ORDER OF THE COURT TO APPEAR FOR MEDIATION IN AN ACTION FILED AGAINST YOU IN THE SMALL CLAIMS COURT OF Reno TOWNSHIP. IF YOU DO NOT WISH TO CONTEST THE PLAINTIFF'S CLAIM YOU MAY: a) MAKE AN OUT-OF-COURT SETTLEMENT WITH PLAINTIFF BEFORE THE COURT DATE OR b) MAKE NO APPEARANCE AT THE TIME, IN WHICH CASE THE PLAINTIFF MAY BE GIVEN A JUDGMENT BY DEFAULT FOR THE AMOUNT CLAIMED, PLUS COSTS.
2. **DEFENSES:** IF YOU WISH TO CONTEST THE CLAIM AGAINST YOU, YOU MUST APPEAR ON THE DATE SET FOR MEDIATION WITH ALL BOOKS, PICTURES, PAPERS, ETC. NEEDED TO ESTABLISH YOUR DEFENSE.
3. **COUNTERCLAIMS:** IF YOU BELIEVE EITHER a) THE PLAINTIFF OWES YOU MORE MONEY THAN YOU OWE PLAINTIFF OR b) PLAINTIFF'S CLAIM SHOULD BE REDUCED BY A SUM PLAINTIFF OWES YOU, YOU MUST FILE A COUNTERCLAIM. IF YOU WANT TO FILE A COUNTERCLAIM, CONTACT THE CIVIL CLERK AS SOON AS POSSIBLE. THE PLAINTIFF WILL BE ENTITLED TO 10 DAYS NOTICE OF YOUR COUNTERCLAIM.
4. **10 DAYS NOTICE:** YOU ARE ENTITLED TO BE SERVED WITH THIS "DECLARATION AND ORDER" AT LEAST 10 DAYS BEFORE THE MEDIATION DATE. IF YOU ARE SERVED LESS THAN 10 DAYS BEFORE TRIAL, YOU MAY a) APPEAR AND REQUEST A CONTINUANCE OR b) APPEAR AND WAIVE YOUR STATUTORY RIGHT TO SUCH SERVICE, AND PROCEED WITH THE MEDIATION.
5. **EVIDENCE:** AT THE MEDIATION DATE PLEASE BRING TWO SETS OF COPIES OF ANY DOCUMENTS, PICTURES, STATEMENTS, ETC. THAT YOU WILL PRESENT. ONE SET OF DOCUMENTS WILL BE FOR THE PLAINTIFF AND THE OTHER SET FOR THE COURT SHOULD THE CASE NOT BE ABLE TO BE MEDIATED AND NEED TO BE SET FOR TRIAL.
6. IF YOU HAVE ANY FURTHER QUESTIONS CALL THE COURT AT 775-325-6501